

City Of Portsmouth, New Hampshire REQUEST FOR QUALIFICATIONS #16-08

For

Fire Station II Construction Management Services

NOTE: PLEASE CONTINUE BELOW FOR THE COMPLETE DOCUMENT

PURPOSE

The City of Portsmouth, New Hampshire ("Owner") seeks Statements of Qualifications for Construction Management services for the construction of a new Fire Station facility at the site of the existing Station 2 on Lafayette Road.

The Project Work will include pre-construction and construction management services necessary to construct a new Fire Station including without limitation: demolition, site work; concrete, masonry, metals, and wood work; finishes; installation of mechanical, plumbing, electrical and security systems; information technologies; and landscaping. Construction Manager will be responsible for overall administration and coordination of the Project. Construction Manager will be expected to work with the City and the architect to obtain LEED certification. The estimated construction cost is \$3.5 million. Statements of Qualifications will be received at the office of the Purchasing Coordinator, 1 Junkins Avenue, Portsmouth, NH, 03801 until **4:00 p.m. on** Wednesday, **October 3, 2007.**

An RFQ pre-submittal conference <u>will not</u> be held. The City welcomes any questions regarding this solicitation. Questions should be addressed in writing to Dan Hartrey, Facilities Project Manager, at <u>djhartrey@ch.cityofportsmouth.com</u> or fax (603 427-1593). The deadline for submitting written questions is **4:00 p.m. on** Monday, **September 24, 2007**. All questions will be answered in the form of an addendum available on the City website by **4:30 p.m. on Wednesday, September 26, 2007**.

CONSTRUCTION SCHEDULE

The City would like to begin preconstruction services as soon as possible after CM selection, and anticipates beginning construction April 1, 2008.

CONSTRUCTION MANAGER'S SERVICES

The Construction Manager's responsibilities shall include all professional services consistent with the industry- accepted roles of a construction manager. They shall include, but not be limited to:

- 1. Working with the Architect and Owner in the Pre Construction phase to develop final plans. Such efforts to include recommendations for design improvements and cost savings.
- 2. Establishing a guaranteed maximum price with the Owner;

- 3. Providing cost estimating, such estimating to be accomplished without creating obligations to prospective subcontractors;
- 4. Providing construction sub-bidding services, recommending sub-contractors and vendors, and contracting with such subcontractors;
- 5. Providing Project scheduling, including but not limited to all construction activities as well as integrating the schedules related to equipment and furniture systems as provided by others;
- 6. Providing Construction phase management, coordination, inspection, supervision, safety and quality control services;
- 7. Construction phase records and accounting; and
- 8. Attending meetings with the Owner and/or Architect as necessary, throughout the design and construction processes.
- 9. Maintaining and distributing minutes of all meetings with the Owner and Architect in a timely manner.
- 10. Overseeing adherence to LEED requirements during construction.

DESCRIPTION OF THE SELECTION PROCESS

Respondent's Statements of Qualifications (SOQ) will be evaluated by a Selection Committee comprised of the Owner's and Architect's representatives, who will select the 3 to 5 most qualified firms to respond to a Request for Proposals. Proposals will be then evaluated to determine the final choice. The Selection Committee will then make its recommendations to the Portsmouth City Manager, for his final selection of the top ranked firm.

The 3 to 5 top-ranked firms will be invited to participate in a Request For Proposals, which may or may not include an interview. If the Owner is unable to reach an agreement with the top-ranked firm, the Owner will proceed to negotiate with the second-ranked firm.

Statements of Qualifications are due no later than **4:00 p.m. on Wednesday, October 3, 2007.** The City anticipates a Construction Manager will be selected by **November 1, 2007**.

SELECTION CRITERIA

Qualifications will be reviewed and evaluated by project management staff and consultants, and short-listed by the Owner. The following criteria, among others, will be used in the evaluation of qualifications:

- 1. Construction management experience with projects of similar size and complexity.
- 2. Experience with construction management of fire stations, demonstrating an understanding of the functional and operational aspects of fire stations.
- 3. Reputation for effective construction management services with established internal policies and procedures.
- 4. History of effective schedule and budget management for projects of similar scale and complexity.
- 5. Experience building an energy efficient and healthy building through adherence to the LEED certification requirements.
- 6. Professional qualifications of individuals assigned to the Project.
- 7. Current work schedule availability.

SUBMITTAL/STATEMENT OF QUALIFICATIONS

Submittal Package

- A. In total, six (6) copies of the Submittals, including attachments, are required. Five (5) of the copies shall be spirally bound (or other semi-permanent binding method). One (1) copy should be clipped together to facilitate document reproduction if necessary.
- B. Pages shall be no larger than letter-size (8 $1/2 \times 11$ inches) or, if folded to that dimension, twice letter size (11 by 17 inches). It is acceptable to produce the Submittal on both sides of the paper in the nine (9) bound documents.
- C. Complete SECTIONS I and II as described in STATEMENT OF QUALIFICATIONS below. In the five (5) bound copies, SECTIONS I and II below shall be separated by a tabbed divider followed by a section cover page. In the unbound copy, do not insert dividers.
- D. The box in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification as follows:

"Statement of Qualifications For

RFQ #16-08 Fire Station II Construction Management Services"

E. Submittals shall be delivered to the following addressee before 4:00 p.m. on Wednesday, October 3, 2007:

City of Portsmouth Purchasing Department 1 Junkins Avenue Portsmouth NH 03801

Submittal Format

OUTSIDE COVER AND FIRST PAGE shall contain:

- 1. The Title: "Statement of Qualifications For RFQ #16-08 Fire Station II Construction Management Services"
- 2. the name and address of the Respondent, and
- 3. the Submittal date.

TABLE OF CONTENTS: Include a table of contents.

TRANSMITTAL LETTER: Include a short (one to three page) Transmittal Letter.

The Transmittal Letter will include:

- 1. A Summary of why the Respondent believes itself to be the most qualified.
- 2. A statement indicating that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate.
- 3. A statement granting the City and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance.

- 4. At least one copy of the transmittal letter must have the original signature of an officer of each principal firm that comprises the Respondent (not a sub-consultant).
- 5. A statement to hold harmless any person, corporation, agency or other entity from any claim or course of action arising out of any response given to the City of Portsmouth for the purpose of investigating the firm's qualifications

STATEMENT OF QUALIFICATIONS

SECTION I - Description of the Respondent in narrative form

- 1. The Respondent's areas of specialization;
- 2. Total number of professionals organized by seniority (i.e., 75 professionals 25 of whom have 20 or more years with the firm, 35 that have 10 or more years with the firm ...);
- 3. Internal resources (i.e., accounting, legal, survey, engineering, support staff)
- 4. Firm history;
- 5. Honors and awards, including LEED Certification;
- 6. Location of home and branch offices;
- 7. Names of the principal officers of the firm;
- 8. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.; and
- 9. Identification of the major consultants if known.
- 10. Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform in the Construction Team.
- 11. Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:
 - A. Name.
 - B. Professional registrations, including New Hampshire
 - C. Educational background.
 - D. Employment history.
 - E. Proposed role in the Project.
 - F. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference.
 - G. Other information you believe to be relevant.
- 12. Respondent Contact Information: Provide the following information about the person who is designated to be the Respondent's key contact with the City:
 - A. Name.
 - B. Title.
 - C. Office phone number.
 - D. Facsimile number.
 - E. E-Mail address.
- 13. Describe the firm's experience and proposed method for dealing with bidding subcontracted work.
- 14. Identify any work that the firm anticipates being performed by the firm's own work forces.
- 15. Describe the firm's pre-construction services.
- 16. Provide financial references and current bonding limits.
- 17. Describe the firm's construction safety program and safety record.
- 18. Describe any current or past (within last 7 years) litigation, arbitration or mediation related to any construction or construction management contract.

- 19. Labor rates of team members.
- 20. Other information, qualifications and/or exceptions that the firm may consider appropriate to raise during the selection process.

SECTION II - Relevant Experience of the Respondent

Please list no more than six relevant projects which best exemplify your qualifications for this Project, including but not limited to experience with Fire Station construction management, and LEED certified projects.

For each project identified in SECTION II, prepare a Project Summary table organized in the following manner:

- 1. Name of project.
- 2. Building Type and size.
- 3. Project location.
- 4. Date of opening.
- 5. Total project cost.
- 6. Awards including LEED Certification.
- 7. Written Project description with three exterior photos or renderings.
- 8. Delivery method.
- 9. A statement acknowledging if the project was completed on time and on budget.
- 10. Describe the services your firm provided including the Team Members who were actually involved in the project and their role.
- 11. Contact information for the Client contact person or project manager.

RESERVATION OF RIGHTS

The Owner reserves the right to undertake such investigation as it deems necessary to further evaluate the qualifications of the firm and to evaluate its proposal. The Owner further reserves the right to waive any irregularities in any Statement of Qualifications and to reject any or all Statements of Qualifications if in the Owner's best interest to do so.

All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City of Portsmouth.

Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification.

END OF RFQ 16-08